

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Regulations Program Manager, Forester III	
		Division and/or Subdivision Board of Forestry	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento, CA	
		Class Title of Position Forester III	
		Position Number 542-001-1041-001	
		Effective Date 10/17/2022	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the direction of the Executive Officer for the Board of Forestry (Board), the Forester III serves as an expert on the implementation and interpretations of the Board's regulatory responsibilities with regard to timber, watershed, and contiguous rangeland resources. The Forester III will address fire severity, treatment, education, prevention, and planning. The incumbent performs the following duties:</p> <p>*Direct the Board's regulations program related to the Board's rulemaking authority as provided by statute, including the Z'Berg-Nejedly Forest Practice Act of 1973 and the Professional Forester's Law. *Lead committee meetings, workgroups, and other collaborative processes to determine necessary changes to the Board's regulations and policies. *Manage the Board's rulemaking processes in compliance with the Administrative Procedures Act. *Administer the statewide resource management program under the Forest Practice Rules. *Provide direct supervision of one (1) Senior Environmental Scientist (Specialist) Regulations Coordinator and one (1) Forestry Assistant II. *Provide workload direction, required training, and assign staff work including special projects. *Participate in hiring, prepare performance evaluations, and administer progressive discipline and corrective action as needed.</p>		
40%	<p>*Address inquiries from legislators, advocate/civic groups, and citizens and analyze Board policy and regulation in relation to potential discretionary Board actions in response to such inquiries. *Provide programmatic advice to the Board on rulemaking procedures to ensure compliance with statutory obligation and conformance with policy direction from the Board and the Executive Officer. *Work closely with the Board's legal staff in preparation rulemaking packages. *Direct economic studies for preparation of economic and fiscal impact analyses for the California Natural Resources Agency and Department of Finance.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See Page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory _____			
Initials and date _____			

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%	*Analyze proposed state and federal statutory changes to evaluate impacts to both the Board's existing programs and in relation to existing Board policy on matters under Board discretion or jurisdiction. *Prepare reports for the Executive Officer related to statutory analysis, including any anticipated fiscal impacts. *Develop Budget Change Proposals in response to any statutory fiscal impacts on Board programs.
5%	*Assist the Board Attorney's in preparation and processing of Timber Harvesting Plans (THP) or Head of Agency Appeals. *Coordinate with the Department on enforcement actions related to resource management issues and timber harvesting operations.
5%	*Emergency response as a first responder consistent with public safety employee classification and training. *Respond to emergency incident assignments consistent with Incident Command System qualifications and training. *Maintain currency of emergency response and Incident Command System qualifications. Other job-related duties as assigned, in accordance with the class specifications.
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.	

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Job qualifications and/or conditions of employment:

- Registered Professional Forester License required.
- Completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment.
- Maintains the Arduous Fitness Standard in accordance with department policies.
- The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, CalOSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 50 pounds; and the pace of work is typically set by the emergency situation.
- May be subject to working nights, weekends or holidays in support of emergency incidents.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date